



Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

opi.mt.gov

## DISTRICT FORMS REVIEW

District: \_\_\_\_\_

Date of Compliance Monitoring: \_\_\_\_\_

Lead Monitor: \_\_\_\_\_

Please attach a copy of all referenced documents and provide a copy of the access log and IEP meeting notice to each monitor.

**Access log form includes:**

☐ District is using current OPI form.

☐☐  
☐☐  
☐☐

- A. Records are maintained in a secure and confidential manner
- B. Access log includes a list of all individuals who have access to records
- C. Record of individuals obtaining access to record, including name, date and purpose

**EVALUATION PLAN includes:**

☐ District is using current OPI form.

☐☐  
☐☐

- A. A description of each evaluation procedure
- B. Initial Evaluation: The parents were given the Procedural Safeguards brochure

**EVALUATION REPORT:**

☐ District is using current OPI form.

☐☐

A copy of the report was provided to the parent

**INDIVIDUALIZED EDUCATION PLAN:**

☐ District is using current OPI form.

☐☐  
☐☐

- A copy of the IEP was given to the parent
- Parent is given a copy of the procedural safeguards notice at least once per year

**IEP MEETING NOTICE must:**

☐ District is using current OPI form.

☐☐ IEP Meeting Notice Form is same as in Program Narrative

☐☐  
☐☐  
☐☐  
☐☐

- A. Indicate the purpose, time, and location of the meeting
- B. Indicate who will be in attendance
- C. Informs the parents that other individuals who have knowledge or special expertise about the child may participate in the IEP meeting.
- D. For student transitioning from Part C services, Part C service coordinator invited

Beginning at age 16, indicate:

☐☐  
☐☐  
☐☐

- A. That a purpose of the meeting will be the development of transition services needs/needed transition services and measurable postsecondary goals
- B. That the agency will invite the student
- C. Any other agency that will be invited to send a representative